



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Approved Minutes

April 8th, 2020

7:00 pm at Community Development Meeting Room & Zoom Video Conference
3 North Lowell Road

Attendance:

Chair, Derek Monson, Present
Vice Chair, Alan Carpenter, Present, via Zoom video conference
Joe Bradley, Present
Jennean Mason, Present, via Zoom video conference
Ruth-Ellen Post, Present, via Zoom video conference
Jacob Cross, Present, via Zoom video conference
Kathleen DiFruscia (alternate), Excused
Matt Rounds (alternate), Excused
Gabe Toubia (alternate), Present, via Zoom video conference
Heath Partington, Board of Selectmen liaison, Present, via Zoom video conference
Dick Gregory- Planning Board Director
Rex Norman- Community Development Director, via Zoom video conference
Eric DeLong- IT/GIS Director
Renee Mallett- Minute Taker, via Zoom video conference

The meeting opened at 7:06 with the Pledge of Allegiance and the introduction of members. On March 23rd, because of the Covid-19 pandemic, Governor Sununu created Emergency Order #12. This has relaxed the requirements of RSA 91-A, III(c) and allowed the meeting to be held while still following the CDC guidelines for social distancing and the Governor's restrictions on gathering of more than 10 people. As such most of the board members took part via Zoom video conference. The public was given a phone conference number with which to comment or ask questions while the meeting was in session.

Case 2016-27 Revocation of London Bridge North Subdivision

The parcel in question was approved for sub-division in 2016. Since that time this lot was purchased by the town of Windham for conservation and the sub-division needs to be revoked. Mr. Gregory and Mr. Rex Norman fielded questions from the board regarding the proper procedural steps needed.

Vice Chair Carpenter made a motion to revoke the sub-division approval formerly granted for London Bridge North, in Case 2016-27. Ms. Mason seconded the motion. The motion was passed with the following roll call vote:

Chair Monson, aye

Vice Chair Carpenter, aye

44 Mr. Bradley, aye
45 Ms. Mason, aye
46 Ms. Post, aye
47 Mr. Cross, aye
48 Mr. Partington, aye
49

50 Mr. Norman presented another unorthodox transaction to the board, asking them to approve a
51 new mylar for a plan that had been sanctioned in 1995 but never properly recorded. The case regarded a
52 small parcel of town owned land on Nashua/Kendall Pond Road that had been returned to the abutting
53 properties but never signed off on. Mr. Norman described it as an administrative issue and said a formal
54 motion did not need to be taken. Chair Monson confirmed, with a roll call vote, that all members of the
55 board were comfortable with his signing of the mylar.
56

57 **Case 2019-8F, Major Final Site Plan Application and Cobbetts Pond and Canobie**
58 **Lake Watershed Protection Ordinance Major Application (lot 17-H-2 &3) 56, 58**
59 **Range Rd & 14 Bank Rd., Gateway Commercial District & Cobbetts Pond and**
60 **Canobie Lake Watershed Protection Ordinance Major Application.**

61 This application to approve the building of a free-standing bank with a drive-through was previously
62 approved without a freestanding sign. The applicant has returned before the board to ask to add a sign to
63 the property.

64 Vice Chair Carpenter described this as an area with a lot of growth and cautioned the board to be
65 very thoughtful about the signage. Mr. Gregory confirmed that the sign proposed met all the current town
66 ordinances.

67 Ms. Post had several questions about the type of illumination used in the sign and the colors. She
68 expressed dissatisfaction with the legibility of some of the plan notes as shown in the digital files.

69 Mr. Partington asked for more detail on the landscaping and suggested that the location of the sign
70 would make it difficult to see until customers had already passed the entrance to the bank. Mr. Bradley
71 agreed and asked if the nearby parking spaces would block visibility to the sign. The board was told that a
72 sign in a more accessible front island would not be possible because it was owned by an abutting property.
73

74 Mr. Bradley made a motion to approve the sign as presented. Ms. Mason seconded the motion.
75 The motion was passed with the following roll call vote:

76 Chair Monson, aye
77 Vice Chair Carpenter, aye
78 Mr. Bradley, aye
79 Ms. Mason, aye
80 Ms. Post, aye
81 Mr. Cross, aye
82 Mr. Partington, aye
83
84

85 **Case 2020-3, Major Final Site Plan Application (lot 13-C-400) 39 Roulston Road,**
86 **PBT District**

87 This application to build a two-story 9,295 square foot addition onto the Windham Woods school
88 and restripe the parking lot was continued from 2-19-2020. Mr. Dubay, representing the plan via Zoom
89 video conference, summarized the plan as presented to this point. A site walk was taken some weeks

earlier to show places where additional parking could be added, if needed, as the plan shows sixty spaces where 84 are required. A sports field and a gravel lot have been proposed as overflow parking.

Mr. Bradley asked if any of this overflow parking was in the WWPD. Mr. Dubay said that some edges of the sports field were in the protected area but that there were no plans to pave the field. Mr. Dubay stated that this school had more parking available, on a ratio to ratio basis, than any other school in town.

Vice Chair Carpenter felt that the plan should reflect these additional overflow spaces in case of the property changing hands, or uses, in the future. He agreed that these additional spaces did not need to be paved but said they should be codified. While the plan notes already mention onsite gravel areas as overflow spaces it should specify which sections of the parcel would count as temporary event parking.

Ms. Post asked if the board was approving the entire plan, with the addition, or just settling the matter of parking. She said the parking looked fine to her, but she would abstain from voting for the plan in toto as she was not a member of the board when it was first presented.

Mr. Gregory said that if the applicant ever needed to formerly pave the overflow parking that they would need to come back before the board.

Vice Chair Carpenter made a motion to approve Case 2020-3 as a major final site plan with the conditions that the temporary parking figure be updated and that the plans be codified to reflect that the purpose was the depict parking configurations for temporary event situations. Ms. Mason seconded the motion. Chair Monson confirmed that no AoT permit would be required and that the plans as presented had been reviewed by the fire marshal. Vice Chair Carpenter amended his motion to include the condition that all issues raised in the Keach-Nordstrom memo associated with the application be met to staff's satisfaction. Ms. Mason agreed to the amendment and said her second still stood. The motion was passed, 4-2-1, with Ms. Post abstaining because of the beforementioned reason, using the following roll call vote:

Chair Monson, aye

Vice Chair Carpenter, aye

Mr. Bradley, no

Ms. Mason, aye

Ms. Post, abstained

Mr. Cross, aye

Mr. Partington, no

As a point of order Mr. Bradley reminded the board that they had agreed to not accept plans that were not received by the deadline they had set, the Friday afternoon before a case was slated to be heard. He said the plans in this case had been accepted after the deadline and he did not want to see this become commonplace.

Case 2020-9, Final Subdivision- Minor (lot 16-P-354) 59 Ministerial Road, Residence A, WPOD

Ms. Seren Elizabeth representing in this application to move a lot line in the sub-division that was previously approved on 9-11-2018. A variance was granted on 2-5-2020. Ms. Elizabeth reminded the board of the particulars of this case, which involved three small parcels being conveyed to encroaching abutters. Since approval, all of these sub-divided parcels of land have been transferred to the abutters with the exception of one- referred to as "Parcel C." Ms. Elizabeth said that despite her client's best efforts Parcel C could not be transferred and she asked that the board approve the updated plan showing that it would remain as part of the original lot.

138 **Chair Monson checked that no public input had been received by the board for the duration of**
139 **the meeting.**

141 Ms. Elizabeth acknowledged the unusual circumstances of this application. She said that she had
142 conferred with the planning department as to the best course of action as the original approval had been
143 conditioned on the conveyance of all three sub-divided parcels.

145 **Vice Chair Carpenter made a motion to approve Case 2020-90. Ms. Mason seconded the motion.**
146 **The motion was passed with the following roll call vote:**

147 **Chair Monson, aye**

148 **Vice Chair Carpenter, aye**

149 **Mr. Bradley, aye**

150 **Ms. Mason, aye**

151 **Ms. Post, aye**

152 **Mr. Cross, aye**

153 **Mr. Partington, aye**

156 **Old/New Business**

157
158 Chair Monson said he would send an email to board members about coming up with a list of
159 projects they would like to focus on during the coming year when normal workshops could resume. Ms.
160 Mason said that the town of Bedford had just completed a new Master Plan and suggested board members
161 review it. Chair Monson said he would add approaching the Board of Selectmen for funding for the Master
162 Plan to the list of action items.

163 Ms. Post said she would like an update on where things stood with regards to TIF districts. Mr.
164 Norman said he expected the EDC to have more information once they could begin meeting again.

166 Chair Monson asked for feedback about the new digital plan system implemented by the board. In
167 general, the board was in favor of the new system, with several board members saying they still wanted
168 paper copies of plans. Mr. Cross said he agreed with Mr Bradley's previous point about holding firmly to the
169 deadline set by the board for receiving plans.

171 Mr. DeLong said he would forward some tips on how to maximize the effectiveness of Zoom to
172 board members. He reviewed some best practices about lighting and noise for members to be aware of.

173 Mr. Gregory gave the board an update on the cases scheduled to come before them soon.

175 Chair Monson asked the board to carefully review the minutes of January 8th, 2020 for approval at
176 the next meeting.

178 Mr. Gregory said that no applicants had come forward for the open alternate position on the board.
179 One application has been received for the open position on Design Review. An impromptu interview for the
180 Design Review position was given to Ms. Renee Mallett.

182 **Ms. Post made a motion to appoint Ms. Mallett to a three-year term on Design Review, effective**
183 **immediately. Vice Chair Carpenter seconded the motion. The motion was passed with the following roll**
184 **call vote:**

185 **Chair Monson, aye**

186 Vice Chair Carpenter, aye
187 Mr. Bradley, aye
188 Ms. Mason, aye
189 Ms. Post, aye
190 Mr. Cross, aye
191 Mr. Partington, aye
192
193 Mr. Bradley made a motion to adjourn the meeting. Ms. Mason seconded the motion. The
194 motion passed with the following roll-call vote:
195 Chair Monson, aye
196 Vice Chair Carpenter, aye
197 Mr. Bradley, aye
198 Ms. Mason, aye
199 Ms. Post, aye
200 Mr. Cross, aye
201 Mr. Partington, aye
202